Scoring Criteria 1: Qualifications/Expertise of Key Personnel
Min pts 0 : Max pts 70

A.   Include the following items:
- List each key personnel's role/responsibilities on your proposed team;
- For each proposed key personnel member, provide up to three (3) examples of prior relevant projects. Include the name of project(s); dates of the project(s); and roles/responsibilities for each team member on those project(s); and

B.   Include the following items:
For each key personnel member on your proposed team, demonstrate his/her understanding of WSDOT, federal, and/or public agency regulations/procedures. Specifically include information relating to WSDOT's NEPA and "Plain Talk" communications strategies

C.   Include the following items:
One sample per person in his/her area of expertise. For example, a public outreach plan for a public involvement expert, strategic communications plan for Communications Planning. A media strategy or roll-out plan for a public project; A web page, brochure, poster, etc. for a product developer and a written document for the writer, etc.

Scoring Criteria 2: Qualifications of Proposed Project Manager(s)
Min pts 0 : Max pts 30

The number of proposed Project Managers is limited to a maximum of three.

A.   Include the following items:
Provide up to three (3) examples for each proposed Project Manager that demonstrates his/her prior experience as a Project Manager on WSDOT or similar projects. Include the date(s) of each project; the name of the client/organization for each project; list the project manager's responsibilities and tasks on each project.

B.   Include the following items:
Demonstrate each Project Manager(s) familiarity with relevant state and federal regulations and/or procedures.

C.   Include the following items:
Provide up to three (3) examples of each proposed Project Manager's ability to manage all of the following within a project:

- Project schedule;
- Scope of work/scope creep;
- Budget issues; and
- Changes that arise throughout the life of the project.

Scoring Criteria 3: Key personnel availability/ability to respond to WSDOT schedules
Min pts 0 : Max pts 40

A.   <u>Include the following items:</u>
Provide up to three (3) examples for each proposed key personnel that demonstrates his/her prior experience with availability/ability in responding to demanding schedules on WSDOT or similar projects. Include the date(s) of each project; the name of the client/organization for each project; list the key personnel's responsibilities and tasks on each project.

B.   <u>Include the following items:</u>
Provide up to three (3) examples of each proposed key personnel's ability to manage all of the following within a project:

- Project schedule;
- Scope of work/scope creep;
- Budget issues; and
- Changes that arise throughout the life of the project.

Scoring Criteria 4: Firm's Project Management
Min pts 0: Max pts 20

A.   <u>Include the following items:</u>
- Describe your firm's Quality Assurance/Quality Control processes;
- Describe your firm's tracking system(s) to monitor the project's budget and/or scope;
- Describe your firm's ability to provide interaction with your client and/or stakeholders.

Scoring Criteria 5: References/Past Performances
Min pts 0 : Max pts 20

A.   <u>Include the following items:</u>
Provide a minimum of three (3) with a maximum of five (5) performance evaluations for either WSDOT projects, Non-WSDOT projects, or a combination of both that are either currently active projects or that has a project completion date within the last three (3) years.

If your firm currently has performance evaluations on file with WSDOT, and you wish to utilize those evaluations, please state in your submittal that you wish to use the performance evaluations that WSDOT has on file for your firm and either refer to each WSDOT Y-agreement number or list each Performance Evaluation by Client.

Performance Evaluations on WSDOT projects:

If you wish to have a Performance Evaluation completed on a WSDOT project, please contact the WSDOT project manager and have them complete WSDOT's internal Filemaker Pro form 272-019 "Performance Evaluations – Consultant Services." The completed form must be received no later than the submittal due date.

Performance Evaluations for Non-WSDOT projects:

If your firm does not have performance evaluations on file with WSDOT, it is necessary to have an evaluation of past performance completed by a client. A copy of the performance evaluation form completed by clients must be returned to the Consultant Services Office by fax from the client, no later than the submittal due date. A copy must also be submitted by your firm, enclosed in Packet B. You are required to use the WSDOT provided form and have it completed by your client. We will not accept your client version of a performance evaluation form. The WSDOT version of the evaluation form may be obtained by clicking on the link "Performance Evaluation Completed by Reference" which can be found on the main web page for this advertisement.

Scoring Criteria 6: Cost Factors
Min pts 0 : Max pts 20

Include the following items (If your firm has an established overhead rate use item "A: otherwise use item "B":

A.   Overhead Rate and Direct Labor Costs:
  • Overhead rates: Please state your firm's overhead rate. Please include supporting audited/unaudited overhead schedule for the most current fiscal year. Please include the beginning and ending dates of your firm's fiscal year.
  • Direct (raw) labor costs: Listing of all proposed key personnel with corresponding labor classifications, clearly identifying the proposed project manager, and the associated direct (raw) labor costs for each labor classification.
B.   Statement of Billing Rates: If your firm does not have an overhead rate, include the following:
  • Descriptive statement that the rates listed are the lowest/best rates given to any client;
  • The beginning and ending dates that the quoted hourly rates are valid;
  • Listing of all proposed key personnel with corresponding labor classifications, clearly identifying the proposed project manager; and
  • The hourly billing rates for each labor classification.